

# DRAFT



## MINUTES

**AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD.  
GLENDALE, ARIZONA 85307  
AIRPORT CONFERENCE ROOM  
APRIL 21, 2021  
6:00 P.M.**

**1. CALL TO ORDER**

Chair Rovey called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

Present: Chair Larry Rovey  
Vice Chair Quentin Tolby  
Commissioner Terry Aramian  
Commissioner Bill Eikost  
Commissioner Michael Portik  
Commissioner Tim Topliff  
Commissioner Bud Zomok

Also Present: Carl Newman, Airport Administrator  
Roxanne Alexander, Management Assistant  
Trevor Ebersole, Transportation Director  
Jim Gruber, Assistant City Attorney

Attendees: John Padilla, Luke Air Force Base Representative  
Richard Crosman, Genesis Consulting Group, LLC  
Mary Ortega-Itsell, Genesis Consulting Group, LLC

**3. CITIZEN COMMENTS**

No citizens were present on the Zoom call and no emails from the public were received.

**4. APPROVAL OF THE MINUTES**

- a. Aviation Advisory Commission Minutes of March 17, 2021.

Motioned by Commissioner Terry Aramian, seconded by Commissioner Tim Topliff to approve the March 17, 2021 Aviation Advisory Commission meeting minutes as written. The motion carried 6 – 0. [Commissioner Zomok was not yet present.]

AYE: Chair Larry Rovey  
Vice Chair Quentin Tolby  
Commissioner Terry Aramian  
Commissioner Bill Eikost  
Commissioner Michael Portik  
Commissioner Tim Topliff

Passed

## 5. AIRPORT BUSINESS

### a. Airport Strategic Plan - FY2022-27

[Commissioner Zomok joined the meeting during the agenda item.]

Ms. Itsell and Mr. Crosman gave a presentation on the draft Airport Strategic Plan. The draft Plan in its entirety was provided to the Commissioners. Ms. Ortega-Itsell announced she and Mr. Crosman were part of the team who worked on the Strategic Plan, which also included Mr. Charlie McDermott of Dibble Engineering and Ms. Jenny Watts. The presentation included information on the following:

- Working Group Agenda and Team Members
- Situational Analysis
- Interviews with:
  - Internal and External Stakeholders
  - Government
- Strategic Initiatives
- Future Role of the Airport
- Financial Analysis
- Industry Trends
- Mission, Vision, and Values
- S.W.O.T. – Strengths, Weaknesses, Opportunities, Threats
- Goals
- Critical Goals and Benefits Analysis
- Implementation
- Goal 1: Provide a path for Economic Development of the Airport
- Goal 2: New Business and Economic Development for the Airport
- Goal 3: Future development potential for 122-acre east side Airport parcel
- Goal 4: Evaluate the current and future organizational and staffing needs of a growing Airport
- Goal 5: Provide standards and guidance for consistent visual and structural development
- Goal 6: Standards and guidance for consistent visual development – Airport owned facilities
- Goal 7: Protect essential airspace and approaches and provide a safe non-conflicting environment for future development.
- Conclusion
  - Glendale Municipal Airport aims to be Arizona’s premium general aviation airport.

Chair Rovey inquired if the Tohono O’odam was interviewed regarding the Plan. Ms. Ortega-Itsell replied in the positive and noted the Tohono O’odam indicated they had no plans

in their current marketing structure to use the Airport to attract things like charters. Ms. Ortega-Itsell announced a marketing plan was addressed in the Strategic Plan. Chair Rovey commented the Airport was filled during the Super Bowl and those patrons were important stakeholders as well.

Mr. Newman commented that Airport and City staff were looking at starting implementation of the goals immediately, although some goals would take a number of years to accomplish.

Chair Rovey inquired if interest had been expressed regarding the 122 acres. Mr. Newman replied in the positive. Mr. Newman commented on the need for consistent facility standards at the Airport. Mr. Newman explained that the landscaping, the fence line, and interior buildings should be consistent with the public areas of the facility.

Commissioner Aramian requested a copy of the district overlay for all of the Commissioners. Mr. Newman explained a district overlay was basically a zoning document which showed the elements that could go into certain areas. Mr. Newman indicated this goal was the most challenging and might not be included as a goal and as it could be a political issue. Chair Rovey inquired about the resistance to the goal. Mr. Newman clarified the Airport wants to be a contributor to development activities; however, Airport approaches need to be protected. Mr. Newman noted there would be meetings on the topic this week. Commissioner Aramian commented on the potential challenges with the City of Phoenix.

Mr. Newman thanked the Strategic Plan Working Group, which included Commissioners Aramian and Portik.

Commissioner Zomok noted one weakness in the Plan, as identified in the S.W.O.T, was the lack of support from City Government. He asked if there was support from the City to move forward with this Plan, as there would be costs for implementation.

Mr. Newman stated the City contributed quite a bit to the Airport operations and the Airport also had great support from the Transportation Department. Mr. Newman said the Airport staff would work hard to garner support from Economic Development and other departments. He relayed staff will give a presentation on the Strategic Plan to Council and then staff would have an idea of the level of support from the City.

Commissioner Portik surmised it was not that the City did not want to support the Airport; rather the Airport was more of a second thought. He said a champion was needed to ensure support for the Airport.

Ms. Ortega-Itsell commented that Economic Development has done a great job in bringing business to Glendale and with the right information, would be a champion for the Airport.

Vice Chair Tolby commented that the 122 acres adjacent to the Airport should not be used for anything other than Airport-related, as the federal government would be looking at it too.

Chair Rovey said the Airport provided a huge opportunity for locating next to an airport that was not already congested.

Commissioner Portik stated the team wanted to focus first on the business plan and the marketing plan, due to the new companies coming into the valley.

Commissioner Rovey stressed the need for the connector road.

**Motion by Commissioner Aramian, second by Commissioner Portik, for the Aviation Advisory Commission to adopt the FY2022-27 Strategic Plan as presented as part of its**

## **overall goals.**

Commissioner Zomok stated adoption of the Plan at this time was premature because one of the goals might be removed from the draft. Vice Chair Tolby concurred.

All Commissioners agreed with forwarding the document to City Council, except for Vice Chair Tolby.

### **Commissioner Aramian clarified his motion as follows:**

**Motion by Commissioner Aramian, second by Commissioner Portik, for the Aviation Advisory Commission to adopt the FY2022-27 Airport Strategic Plan as a working document and guidance for the future.**

**Motion carried 6 – 1. [Vice Chair Tolby opposed.]**

Vice Chair Tolby explained that he was not against the Plan, however, said there were still many questions before sending it on to Council. Vice Chair Tolby asked Ms. Ortega-Itsell if she felt the Plan was complete. Ms. Ortega-Itsell replied that the draft had been vetted to the Working Group and the final draft was vetted twice. She said the only item left to complete was the Executive Summary.

Vice Chair Tolby stated he supported the Plan and his opposition was to not move the Plan to Council yet. Commissioner Aramian said his motion did not include moving the Plan to Council.

Mr. Newman announced it was staff's goal to bring the Strategic Plan to Council in May, however, if the Commission so desired, the Plan could be put on the Commission's May agenda to allow further time for review. Mr. Newman stated the Plan could then be brought to Council in June. No opposition was voiced.

## **6. STAFF REPORT**

a. Mr. Newman provided the staff report. Highlights included the following:

### **AIRPORT FINANCIAL UPDATE:**

- Airport Financial Update – 75% of Fiscal Year through March 2021
- Projected Annual Revenue - \$972,322
  - Revenue YTD – \$568,442 or 58.5% of budget
- Airport projected Annual Revenue less donations, vendor surcharge revenue, and City of Glendale budget transfers - \$569,831
  - Revenue YTD - \$456,087 which is 80% of budget
- Airport Approved Operating Budget - \$972,322
  - Expenses YTD - \$734,370 or 75.5% of budget

### **AIRCRAFT OPERATIONS UPDATE**

- March 2021 Aircraft Operations: 8,602
  - Approximately 4% above March 2020, which was 8,250
- Aircraft Operations for the CY2021 are 22,246 compared to 26,243 for CY2020, which represents an approximate 15% decrease.

### **GENERAL AIRPORT UPDATES**

- Airport Projects and Outreach
  - The Taxiway Alpha design is complete, and the project was advertised for bid on March 18, 2021. Bids are due April 21, 2021. As a reminder, the design and

construction of the project will be mostly funded by FAA and ADOT grants.

- The Automated Weather Observation System (AWOS) design is complete, and the project was advertised for bid on March 25, 2021. Bids are due April 28, 2021. As a reminder, the design and construction of the project will be mostly funded by FAA and ADOT grants.
- FAA and ADOT Grants and Actions
  - Glendale Municipal Airport applied for an Airport Coronavirus Response Grant Program (ACRGP) in the amount of \$57,162.00. The grant will be used to support the tower and other Airport expenses once awarded.
  - ADOT Land Reimbursement Grant: The Conair grant for \$292,500 was fully executed.
- Airport Issues and Events
  - There were no noise complaints received in March.
  - A request was received from the North Hangar Association Presidents to renew the North Hangar leases through 2055. Mr. Newman and Senior City staff continues to evaluate the request.
  - Road construction along Glendale Avenue began on April 19, 2021 and has created significant impact on traffic to and from the Airport.
  - The Fox Hangar construction continues to progress.
- Airport Metrics: Mr. Newman displayed charts and graphs regarding Airport metrics. He announced there was no hangar vacancy at the Airport at this time and there was a hangar waiting list.

Chair Rovey inquired about the timeframe for the road construction along Glendale Avenue. Mr. Ebersole explained Glendale Avenue would be under construction for approximately one year. Mr. Ebersole stated there were two sections to the project: from 99th Avenue to El Mirage Road and from El Mirage Road to Litchfield Road.

**7. LUKE AIR FORCE BASE OPERATIONS**

Mr. Padilla reported that there were 109 F-35s at the base currently with the end goal of 144, which should be reached by 2024.

**8. COMMISSION COMMENTS AND SUGGESTIONS**

None.

**9. FUTURE AGENDA ITEMS**

No new future items suggested.

**10. NEXT MEETING**

The next regular meeting of the Aviation Advisory Commission will be held on May 19, 2021 at 6:00 p.m., in the conference room on the second floor of the Airport terminal building, 6801 N. Glen Harbor Blvd., Glendale, Arizona, 85307.

**11. ADJOURNMENT**

Chair Rovey adjourned the meeting at 7:53 p.m.

The Aviation Advisory Commission Meeting minutes of April 21, 2021 were submitted and approved this 19th day of May, 2021.

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Airport Manager

